

## **DESIGN STUDIO PLANNER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Design Studio Planner exists is to perform professional level duties in the initiation, promotion and management of citywide efforts to achieve common city design objectives in the Planning And Development Services Department. This classification is not supervisory. Work is performed under general supervision by a Planning & Development Services Director.

### **ESSENTIAL FUNCTIONS**

Provides management level policy advice to the City Manager and staff regarding design issues and activities.

Evaluates architectural aspects of development proposals using city design guidelines and professional judgment.

Serves as staff liaison to Boards and Commission on design issues.

Provides oversight and promotes communication on design issues important to the organization and to the community.

Identifies ways that the City can be more effective in managing design issues and presenting design concepts to the community.

Facilitates a broad organizational perspective on key design.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

planning concepts and urban design;

##### Ability to:

Produce oral and written communications, with clearly organized thoughts, using proper sentence construction and punctuation;

adapt to and manage change;

participate in and lead teams effectively;

work independently;

Operate a variety of standard office equipment, including a personal computer, which requires continuous and repetitive eye and arm or hand movement;

Maintain regular and consistent attendance and punctuality.

#### **Education & Experience**

Any combination of education and experience equivalent to a bachelor's degree in Architecture, Landscape Architecture or Urban Planning, or a related degree and five years recent experience as a professional level manager.

FLSA Status: Exempt

HR Ordinance Status: Unclassified